



## New York City Campaign Finance Board

40 Rector Street, 7th Floor, New York, NY 10006  
www.nycffb.info



The building blocks for a better campaign

# C-SMART for Non-Participants

Due to legislation recently passed by the New York City Council, all candidates for city elective office are required to disclose all financial transactions and information to the Campaign Finance Board using our Candidate Software for Managing and Reporting Transactions (C-SMART). C-SMART is available at no cost to campaigns.

- **C-SMART** produces all required disclosure schedules that candidate committees file with the New York City Campaign Finance Board and the New York City Board of Elections.
- **C-SMART** enables a candidate committee to develop a database of contributors, vendors, and other entities that may be used in current and future elections.
- **C-SMART** reduces data entry because once the committee has entered the name and other identifying information of individuals and other entities, it never needs to be re-entered.
- **C-SMART** facilitates compliance with contribution limits and other legal requirements by combining multiple contributions received from the same individual or other entity and producing reports that track contributions and expenditures.

To make your campaign's experience with C-SMART as trouble free as possible, please take a moment to review the minimum system requirements that are needed to install and run C-SMART v. 7.0.



## You Will Need:

An IBM Compatible 90MHz Pentium processor meeting the following requirements:

- Windows 98 Second Edition (SE); Internet Explorer (IE) 6 or higher or Netscape 6 or higher.
- Windows ME; Internet Explorer (IE) 5 or higher or Netscape 6 or higher.
- Windows NT 4.0 Service Pack 6 or higher; Internet Explorer (IE) 5 or higher or Netscape 6 or higher.
- Windows 2000 Service Pack 1 or higher; Internet Explorer (IE) 5 or higher or Netscape 6 or higher.
- Windows XP; Internet Explorer (IE) 5 or higher or Netscape 6 or higher.
- 64 MB of RAM (128 MB recommended for optimum performance).
- 100 MB of free hard drive space. (Please note that large, citywide campaigns should have up to 200 MB of free hard drive space to run C-SMART efficiently.)

## There are a number of functions in C-Smart that will **NOT** be applicable to non-participants.

Please disregard the functions or messages under the following headings in C-SMART:



### Transactions

Monetary Contributions

- Matching Amount field
- Matching Amount Refunded field
- Message that appears after saving a refund
- Warning message that states that you did not enter a matching amount
- Warning for candidate contributions that exceed the base contribution amount
- Segregated account check box

In-Kind Contributions and Bills — ignore the exempt field

Public Funds Payment — ignore this entire section

### Reports

Disregard **Matching Funds/Claims, Public Funds Received** and **Public Funds Repayment** fields in the following reports:

- Itemized Contribution
- Contributor's Total

- Total Fundraising
- Intermediary Totals
- Cash Flow Report
- Invalid Matching Claim/Potential Compliance Problems
- Threshold Report (Disregard this entire report.)

### Submission and Amendments

Disregard the following:

- Warning at final submission saying to “review draft audit to ensure you have submitted matching claims”
- Matching/exempt column from the cover sheet
- Matching contributions column from Schedule ABC
- Exempt Schedule from Schedule D and Schedule F

### Committee Information

Ignore the message about not allowing more than one committee

Candidates are required to file disclosure statements electronically using C-SMART. Printouts of these disclosure statements without the C-SMART file on disk will not be accepted. Disclosure statements can also be submitted via the Internet (no disk needed).

The CFB provides C-SMART trainings throughout the election cycle. Limited space is available in each training. If you are interested in attending a training, please call to schedule placement. Call the Candidate Services Unit at (212) 306-7100 or email us at [csuemail@nyccfb.info](mailto:csuemail@nyccfb.info) for more information. A training schedule is also posted on our website at [www.nyccfb.info](http://www.nyccfb.info).